

# EEO Utilization Report

## Organization Information

Name: Yavapai County Sheriff's Office

City: Prescott

State: AZ

Zip: 86305

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attachment

## **Step 4b: Narrative of Interpretation**

The Yavapai County Human Resources and Risk Management department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following:

White and Hispanic or Latino females were under-represented in the Protective Services: Sworn-Patrol Officers category.

American Indian or Alaska Native males were under-represented in the job category of Protective Services: Sworn-Patrol Officers.

In keeping with Yavapai County's commitment to having a workforce that reflects the community it serves, Human Resources, in conjunction with the Sheriff's Office, will examine its recruitment and retention practices to see if there may be ways to attract more White and Hispanic or Latino females to apply for entry-level patrol officer and detention officer positions.

## **Step 5: Objectives and Steps**

### **1. To encourage White and Hispanic or Latino females and American Indian or Alaska Native males to apply for vacancies in the Protective Services: Sworn-Patrol Officers category.**

- a. Human Resources will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn-Patrol Officers category in the last fiscal year to determine whether White and Hispanic or Latino females and American Indian or Alaska Native males were under-represented.
- b. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in Protective Services: Sworn-Patrol Officers category to determine whether any step in the selection process for these positions may have had a significant impact on screening out White and Hispanic or Latino female and American Indian or Alaska Native male applicants in the Protective Services: Sworn-Patrol Officers category.
- c. Human Resources, in conjunction with the Sheriff's Office, will enhance outreach efforts that target White and Hispanic or Latino female and American Indian or Alaska Native male applicants in the Protective Services: Sworn-Patrol Officers category.

## **Step 6: Internal Dissemination**

1. Yavapai County Government includes the Equal Opportunity, Unlawful Discrimination and Harassment policy in the Yavapai County Human Resources Policies and Procedures manual, a copy of which is made available to each new employee and is also posted on the County intranet and website.

2. Yavapai County Government includes articles which cover the availability of the EEOP in the employee newsletter News and Views.

3. Yavapai County Government includes the EEOP on the County intranet and website.

4. Yavapai County Government periodically updates the County's commitment to the plan with managers, supervisors and employees.

## **Step 7: External Dissemination**

1. Yavapai County Government includes the EEOP on the recruitment website.

2. Yavapai County Government is an Equal Opportunity Employer committed to applying the principles of State and Federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin or disability except in the case of bona-fide occupational qualification. The

County also maintains a work place free of harassment and intimidation.

3. Yavapai County Government reminds applicants, vendors and suppliers periodically of the County's EEOP and indicates the plan is available for review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Yavapai County, Arizona**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%
CLS #/%	4,830/54 %	260/3%	0/0%	25/0%	0/0%	0/0%	40/0%	0/0%	3,495/39 %	235/3%	40/0%	25/0%	30/0%	20/0%	0/0%	10/0%
Utilization #/%	-14%	-3%	0%	-0%	0%	0%	-0%	0%	1%	-3%	-0%	-0%	-0%	-0%	20%	-0%
<b>Professionals</b>																
Workforce #/%	2/11%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/72%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,685/38 %	250/2%	45/0%	40/0%	115/1%	0/0%	10/0%	10/0%	6,290/52 %	355/3%	70/1%	115/1%	90/1%	0/0%	75/1%	60/0%
Utilization #/%	-27%	9%	-0%	-0%	-1%	0%	-0%	-0%	21%	3%	-1%	-1%	-1%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	5/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,070/43 %	10/0%	0/0%	25/1%	0/0%	0/0%	15/1%	0/0%	1,305/53 %	40/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-0%	0%	-1%	0%	0%	-1%	0%	2%	-2%	0%	-0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	35/76%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,705/77 %	125/6%	35/2%	85/4%	0/0%	0/0%	19/1%	0/0%	195/9%	35/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	3%	-2%	-4%	0%	0%	-1%	0%	6%	-2%	0%	-0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	168/73%	27/12%	5/2%	0/0%	1/0%	0/0%	3/1%	0/0%	21/9%	4/2%	0/0%	0/0%	0/0%	0/0%	2/1%	0/0%
Civilian Labor Force #/%	2,705/42 %	790/12%	55/1%	189/3%	0/0%	0/0%	14/0%	20/0%	1,920/30 %	605/9%	0/0%	49/1%	0/0%	0/0%	49/1%	20/0%
Utilization #/%	31%	-1%	1%	-3%	0%	0%	1%	-0%	-21%	-8%	0%	-1%	0%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	210/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	0%	0%	0%	0%	0%	0%	0%	31%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	8/14%	1/2%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	39/68%	6/11%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	6,915/30%	750/3%	115/0%	75/0%	20/0%	0/0%	60/0%	0/0%	13,055/56%	1,470/6%	55/0%	310/1%	200/1%	0/0%	80/0%	40/0%
Utilization #/%	-16%	-1%	-0%	-0%	-0%	0%	3%	0%	12%	4%	-0%	-1%	-1%	0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,375/69%	1,905/21%	0/0%	175/2%	40/0%	0/0%	55/1%	65/1%	460/5%	130/1%	15/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,295/37%	3,070/14%	190/1%	210/1%	20/0%	15/0%	155/1%	115/1%	7,675/34%	2,025/9%	35/0%	185/1%	105/0%	0/0%	150/1%	100/0%
Utilization #/%	-37%	-14%	-1%	-1%	-0%	-0%	19%	-1%	46%	-9%	-0%	-1%	-0%	0%	-1%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Protective Services: Sworn-Patrol Officers</b>				✓					✓	✓						
<b>Administrative Support</b>	✓															

### Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Captain</b>																
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	6/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	26/70%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	168/73%	27/12%	5/2%	0/0%	1/0%	0/0%	3/1%	0/0%	21/9%	4/2%	0/0%	0/0%	0/0%	0/0%	2/1%	0/0%



I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Wendy Ross

Director of Human Resources and Risk Management06-03-2021

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